



Activity: The NAVC Institute 2024 - May 19-24, 2024

## **NAVC Event Attendee Policy and Guidelines**

At the North American Veterinary Community (NAVC), we enjoy a positive relationship with our attendees. Because we receive a high volume of attendance from various members, sponsors, and media, we ask for their cooperation with the following policies and guidelines. This will ensure that our members, as well as our sponsors and partners enjoy the best experience possible. By registering for and/or attending an NAVC event you are acknowledging that you agree to the following terms, which constitutes an agreement between you and NAVC. THIS POLICY IS BINDING UPON ALL REGISTRANTS AND ATTENDEES, INCLUDING, BUT NOT LIMITED TO, THEIR AGENTS, EMPLOYEES, AND REPRESENTATIVES WHO MAY ATTEND AN NAVC EVENT.

### **NAVC EVENT POLICIES AND GUIDELINES**

- All attendees must be registered for the NAVC event.
- Badges must be worn during meals.
- Attendees must ensure that they are not disruptive to any sessions, workshops, special events or the overall event experience.
- Remarks or discussions during presentations should deal with the major issues regarding the presentation, reserving minor issues for direct communication with the authors and/or presenters.
- Content from all educational sessions, entertainment and other special events is protected by United States copyright laws and is the exclusive property of the NAVC, its representatives, agents or its authors. You may not, under any circumstances, share, distribute, publish, repurpose or sell any such content, or attempt to do so, in any way without the prior written consent from the NAVC.
- You shall not publish or post any articles, pictures, materials or any other information regarding or obtained from an NAVC event without a press pass or the prior written consent from NAVC. For more information about obtaining a press pass, please contact Public Relations at [PublicRelations@navc.com](mailto:PublicRelations@navc.com).
- Video and/or audio recording of any kind is strictly prohibited in all educational sessions, entertainment and other special events (i.e., educational sessions, workshops, expo hall) without the prior written consent from the NAVC.
- Any person who attends an NAVC event that sells, markets or represents a company or organization for the purpose of obtaining advertising, sales, or subscriptions from any attendee, sponsor or exhibitor immediately forfeits their registration fee and participation the NAVC event.
- At NAVC networking events both alcoholic and non-alcoholic beverages may be served. NAVC expects participants at our events to drink responsibly. NAVC and Meeting host event staff have the right to deny service to participants for any reason, and may require a participant to leave the event.

The NAVC reserves the right to deny, refuse, or revoke admission during pre-registration, as well as on-site.

### **EVENT CODE OF CONDUCT**

NAVC is dedicated to creating a safe, welcoming and positive environment for all participants, and we appreciate your assistance in achieving these goals. You agree to treat other event attendees and participants with respect and kindness at all times. In particular, you agree not to harass any participants, including but not limited to the following:

- Be respectful of others.
- Avoid conflicts, arguments, boisterous, lewd or offensive behavior, language and gestures.
- Use common sense, kindness and consideration.
- The discussions and comments are meant to stimulate conversation and educational development, not to create undue contention.
- Offensive comments related to age, race, ethnicity, religion, gender, sexual orientation, disability or physical appearance
- Sexual or other explicit images in public spaces
- Deliberate intimidation, stalking or following
- Harassing or unwanted photography or recording
- Disruption of educational sessions or any other event
- Inappropriate physical contact



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- Unwelcome sexual attention
- Demeaning, discriminatory, or exclusionary behavior, jokes or speech

**CONSEQUENCES OF UNACCEPTABLE BEHAVIOR**

NAVC reserves the right to expel anyone from the event who participates in behavior that NAVC, in its sole discretion, deems harassing, unsafe or otherwise inappropriate. You agree that NAVC will have no liability in connection with such an expulsion, and there will be no refund or compensation of any kind associated therewith.

**WHAT TO DO IF YOU WITNESS OR ARE SUBJECTED TO UNACCEPTABLE BEHAVIOR**

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a NAVC organizer immediately. NAVC organizers will be happy to help participants contact local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe and welcome during NAVC events.

**PERSONAL SAFETY AND SECURITY**

NAVC works diligently to provide a safe and secure environment at its meetings and events by working with venue staff to make sure meeting participants are safe. We ask that all attendees report any questionable or concerning activity to an NAVC Institute staff member so that they can take immediate action. No concern is too small, if you see something, say something. If it is an emergency or if you need immediate assistance, you should ask any NAVC Institute staff member or the on-site security personnel to help you.

**CANCELLATION**

NAVC reserves the right, in its sole discretion, to cancel any event at any time. In that case, NAVC shall refund to you all registration fees it has received from you for this event, but shall have no further obligation to you of any type, whether monetary or otherwise. Accordingly, NAVC shall in no event have any liability to you and shall have no other obligation to you of any type except as expressly stated above. Such right of termination shall not be unreasonably exercised. NAVC is not responsible for errors or omissions on the website or promotional materials. Any refunds issued (less fees, if any) will be processed and issued 30 days after the event. You acknowledge that you have read the following refunds and cancellation policy:

<b>NAVC Institute 2024</b>	<b>Through April 1</b>	<b>Beginning April 2</b>
Registration Cancellation	\$500 Fee	No Refund
*Wire Transfer Fee	\$35 Fee	\$35 Fee
*Return Checks/eCheck(NSF)	\$35 Fee	\$35 Fee
**Transfer (Substitution) Registration	\$50 Fee	\$50 Fee

\*NSF (Non-Sufficient Funds) or Wire Transfer: This fee will be added to the balance.

\*\*A registrant who wishes to transfer a registration to another person must do so in writing. Registrants who do not have this documentation will be required to pay the full registration fee. Transfers may also be done on-site provided the registrant canceling has not checked in and has not picked up Conference materials. NAVC reserves the right to deny transfer of any registration at its sole discretion.

**DISCLAIMER**

The NAVC may have third-party professional photographers, videographers, and other service providers present at NAVC events that have been pre-approved by NAVC (“Approved Third-Parties”). Therefore, please note that any photographs, videos, and audio recordings taken at an NAVC event by NAVC or by Approved Third-Parties may be used in future NAVC publications, online, or in other NAVC materials or may be used by the Approved Third- Parties. Attendance or participation in the meeting constitutes your consent to NAVC’s and the Approved Third- Parties’ use and publication of your image and/or voice in photographs, videotapes, audiotapes, or other electronic media pertaining to NAVC’s events and activities.

As a registered attendee of the NAVC Institute, you acknowledge, agree, and consent to that (i) your basic information of name, address, company, phone and e-mail address will be encoded on your conference badge, ( ii) NAVC may share, sell, or rent limited personal information to exhibitors or sponsors that offer products and services related to veterinary medicine, and (iii) NAVC may also share relevant information with trusted third-party service providers to perform duties such as statistical analysis, packaging and arrange for deliveries.

NAVC may also contact you via surveys to conduct research about your opinion of current services or of potential



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new services that may be offered. NAVC may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party.

### **FOOD ALLERGIES (FOR ALL ATTENDEES)**

NAVC works closely with the facilities to create menus that can be enjoyed by all attendees. The menu selections provided will accommodate food allergies/restrictions including vegetarian, gluten allergies, and seafood allergies. All food will be labeled and knowledgeable catering staff will be on hand to answer questions. If you did not make your dietary needs known to NAVC, we cannot guarantee that we can accommodate you. Please note, onsite orders cannot be accommodated. For additional information on attendee meals and special meal requests at the NAVC Institute, please email [Info@navc.com](mailto:Info@navc.com). Please note, that some special requests may incur additional fees.

### **PURSUANT TO THE AMERICANS WITH DISABILITIES ACT**

If you have a disability that may impact your participation at Institute, please send an email to [Info@navc.com](mailto:Info@navc.com) briefly describing your needs. Please Note: NAVC cannot assure availability of appropriate accommodations without prior notification of the need 45 days prior to the start of the event.

### **ON-SITE ANIMALS**

There are three (3) categories of animals permitted at NAVC events:

1. Service Animals as defined by the Americans with Disabilities Act to include only dogs and miniature horses who are individually trained to do work or perform tasks for people with disabilities. ([https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm)) Animals whose sole function is to provide comfort or emotional support do not qualify.
2. Animals on exhibit or at NAVC sponsored events who have pre-registered and provided documentation as required by NAVC Expo Team. Pre-registration is mandatory and should be done through the exhibiting company's booth manager. The animal handler MUST wear their NAVC event badge at all times when on-site. For any questions regarding animal handlers, documentation and registration, please contact [Expo@NAVC.com](mailto:Expo@NAVC.com).
3. Animals participating in NAVC Hands-on Workshops or required for educational purposes subject to an approved NAVC Institutional Animal Care and Use Committee (IACUC) protocol and under supervision of the NAVC IACUC.

Pets, animal companions and emotional support animals are NOT permitted at the Orange County Convention Center or any NAVC-sponsored events. All animals at NAVC events must be in accordance with the guidelines listed above.

All animals must be under their handler's control at all times. All animals must be harnessed, leashed or tethered unless those devices will interfere with a service animal's work (as defined above). Handlers will be asked to remove their animal from the event if they cannot control the animal.

### **DAMAGES**

You further acknowledge that no amount of money, or other remedy available at law, would adequately compensate the NAVC for damages, which the parties agree NAVC would suffer as a result of your violation of the above terms. In the event of a violation, NAVC reserves the right to immediately terminate your attendance privileges and your rights to attend current and future NAVC events. Further, the parties acknowledge that NAVC is entitled to obtain, upon application to a court of competent jurisdiction and without the need to prove actual damages to NAVC or to post bond, a preliminary restraining order, and such other temporary or permanent injunctive relief as may be appropriate, to enforce against you the above terms, which injunctive relief shall be in addition to any other rights or remedies available to NAVC.

For any questions related to these guidelines, please contact us at [Info@NAVC.com](mailto:Info@NAVC.com) or 1.352.375.5672. Thank you for your interest in the NAVC.

I acknowledge I have carefully read, accepted and agreed to the terms on this Policy, and know and understand their contents and I sign the same on my own free act and deed.

**\*\*DISCLAIMER\*\*** My online signature shall substitute for and have the same legal effect as an original form signature.